

TECHNOLOGY ACTIVITY REPORT

**KENTUCKY
OFFICE OF
EDUCATION
TECHNOLOGY
SERVICES**

**ACTIVITY
REPORT**

(FORMERLY UNMET NEEDS REPORT)

FISCAL YEAR 2002

COMPLETION GUIDE

TECHNOLOGY ACTIVITY REPORT

GUIDE TO COMPLETE TECHNOLOGY ACTIVITY REPORT (AKA UNMET NEEDS REPORT)

PURPOSE.

These instructions are to guide you through the creation of the Technology Activity Report. The MUNIS KETS UNMET NEED REPORT is generated from MUNIS if you have used commodity codes during FY 2002. The MUNIS KETS UNMET NEEDS REPORT should be sent by KYTRANSFER. If you used commodity codes during FY 2002, but have minor changes to the report due to adjustments or errors such as entering a quantity of one (1) in units when entering invoices for multiple units please see GUIDE TO MANUALLY CORRECT MUNIS REPORT. Once the corrections are complete email the report to Kim Duvall (kduvall@kde.state.ky.us). If you did not use commodity codes during FY 2002 you must use the Technology Activity Report spreadsheet template to produce the report. See the GUIDE TO COMPLETE MANUAL ACTIVITY REPORT. This report is to be emailed to Kim Duvall (kduvall@kde.state.ky.us).

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MUNIS KETS Unmet Need REPORT

JULY 2002

The following section is copied from the KDE/MUNIS Website.

DESCRIPTION

The KETS(Kentucky Education Technology System) Unmet Need Report is run from a program written specifically for Kentucky Department of Education(KDE). This program allows the school districts to print a standard commodity report for the KETS purchases using the KETS standard commodity codes for such items. The KETS Unmet Need Report is required to be submitted to KDE by all Kentucky School Districts. The purpose of the report is to report technology equipment purchased to fulfill Phase II of the KETS Master Plan. This report has the option to allow for both printed and magnetic media output

CHECKLIST FOR GENERATING THE KETS UNMET NEED REPORT

- 1. Generate the KETS UNMET NEED Report hard copy. (A spreadsheet file is created in the same step if further processing in a spreadsheet application is desired. Please note that a magnetic media file will also be created. Both files are to be sent to the state using the KYTRANSFER.)
- 2.

GENERATING THE MUNIS KETS UNMET NEED REPORT

To Generate a Kets Unmet Need Report, Select:

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

F) State Wide Reporting

H) Kets Unmet Need Report

1. Select **Define** from the Ring Menu.
2. Enter the **Fiscal Year for the report. (ie., 2002, 01 and 2002, 12)**
3. The default information will not need to be changed.
4. Click **OK** to select all commodity code amounts.

NOTE: There is a delay while the amounts are processed.

NOTE: Magnetic media and spreadsheet files for the KETS UNMET NEED REPORT are required by KDE.

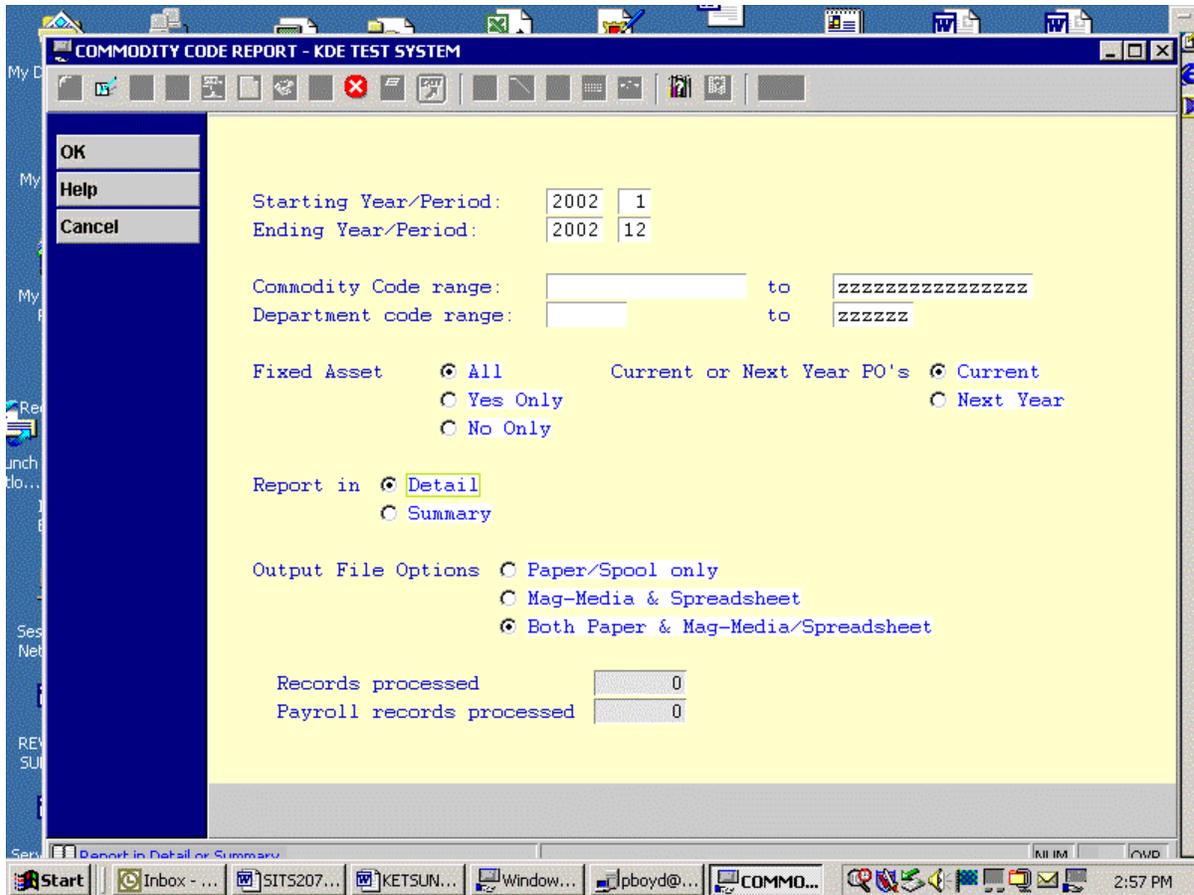
Select the **printer icon to output the file. Spool the file.**

A spreadsheet file is created which can be pulled into excel. This spreadsheet file is also being transferred to KDE.

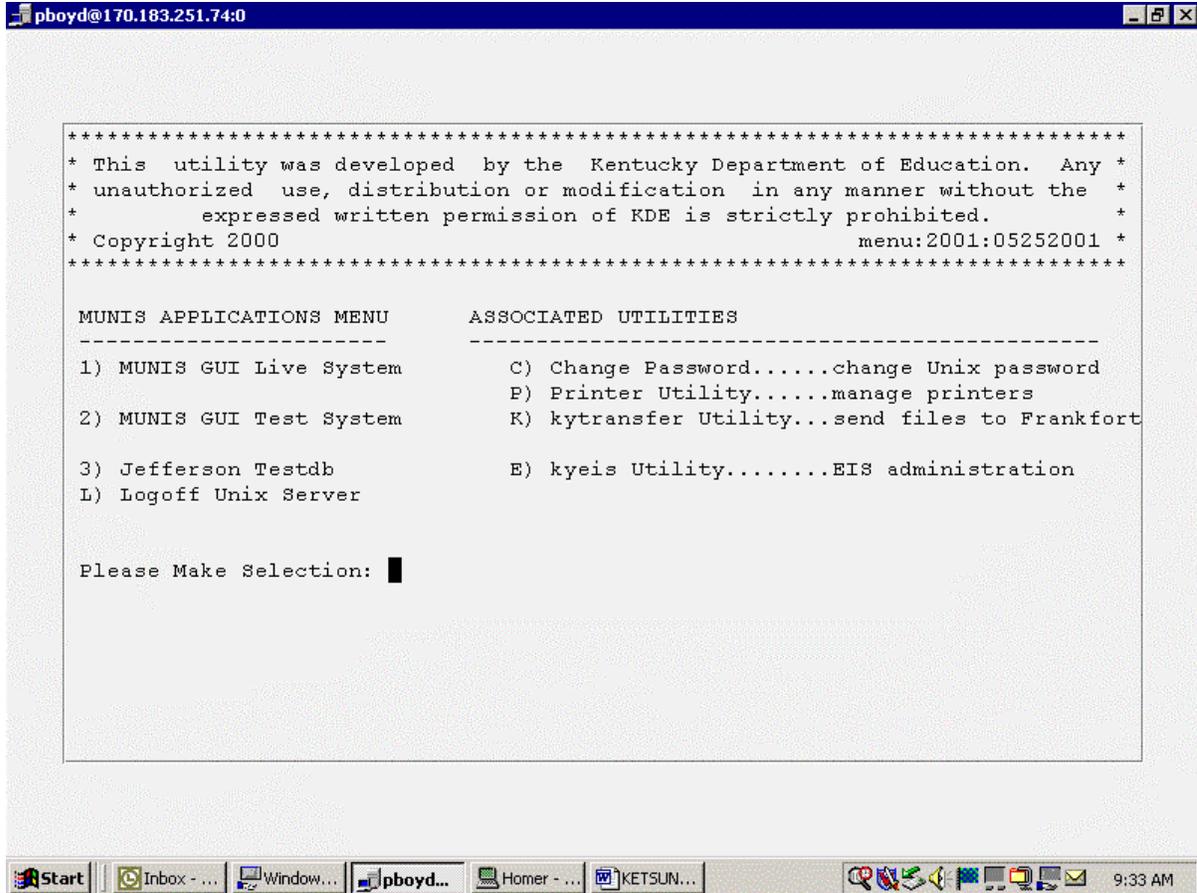
You must Spool the pokycomm report to create the KETS Unmet Need Report. This hard copy is created for district use.

5. Use option 15 on the KYTRANSFER to submit the files to KDE.

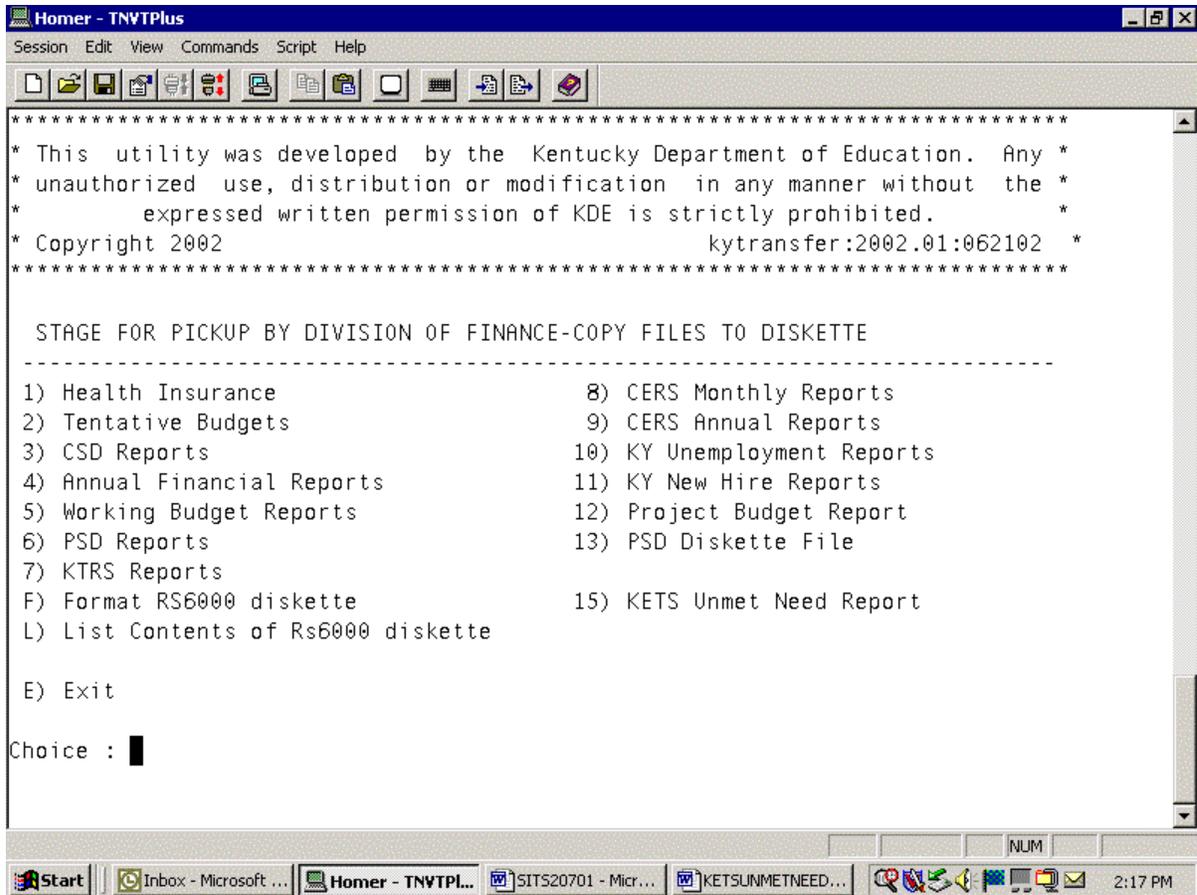
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GUIDE TO COMPLETE MANUAL ACTIVITY REPORT (AKA UNMET NEEDS REPORT)

PURPOSE

An Excel spreadsheet template has been designed to allow school districts that have not used purchase orders in MUNIS and entered commodity codes when doing so, to report activity for the purpose of determining technology spending for fiscal year 2002. This information is a requirement for eligibility to receive fiscal year 2003 KETS offers of assistance.

FUNCTIONALITY

The Excel spreadsheet template is designed for total payroll data to be entered in the "PAYROLL" spreadsheet and all commodity transactions to be entered in the "DETAIL" spreadsheet. The "SUMMARY" spreadsheet uses the information entered in the "PAYROLL" and "DETAIL" to calculate the commodity code totals in the "SUMMARY" spreadsheet. The "SUMMARY" spreadsheet is your **ACTIVITY REPORT** for fiscal year 2002. The data for the "DETAIL" spreadsheet for the payroll entries is provided by the MUNIS pokycomm report where appropriate. All adjustments to the report must be made through the "DETAIL" and "PAYROLL" spreadsheets.

NOTE. If commodity codes are copied from another document, that information must be entered as "TEXT" type data. If copied from another Excel spreadsheet the default data type is "General" and will not work with the calculations in the spreadsheet.

PAYROLL SPREADSHEET

The MUNIS pokycomm report will calculate total payroll dollars paid employees working with technology. Therefore, districts not using purchase orders in MUNIS and entering commodity codes must run and print the MUNIS pokycomm report (See instructions above) to capture payroll data. The totals, by commodity code, of the payroll amounts must be entered into the "PAYROLL" spreadsheet (KETS PAYROLL DOLLARS and OTHER PAYROLL DOLLARS). The other amounts are calculated fields from the "PAYROLL" sheet or from the "DETAIL" sheet. The totals are then used in the totals on the "SUMMARY" sheet.

School Finance provided a list of org/object/project combinations that indicate certain commodity codes to be impacted. The following combinations show how the MUNIS report is generated. If different org/object/project combinations were used in the payroll system, then manually calculate payroll dollars not calculated by MUNIS and add them to the payroll dollars calculated by MUNIS. Additional payroll dollars must be allocated to the commodity codes as defined below. Additional entries for payroll must also be entered in the "DETAIL" spreadsheet in order to balance the two spreadsheets.

<u>ORG</u>	<u>OBJ</u>	<u>PROJECT</u>	<u>Commodity Code</u>	Column for Report	
				<u>KETS</u>	<u>OTHER</u>
0012098	0110	162X	310-23-185	1	X
0012098	0111	162X	310-23-185		X
0012098	0130	162X	310-23-185		X
0011098	0110		310-23-185		X

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0011098	0111		310-23-185			X
0011098	0130		310-23-185			X
0012100	0130	162X	310-21-230	2	X	
sch2100	0130	162X	310-21-220	3	X	
sch2053	0580	162X	310-35-210	4		
	thru	thru				
	0589	162X	310-35-210			X
sch2053	0110	162X	310-64-210	5	X	
	thru	thru				
sch2053	0113	162X	310-64-210			X
Any Org	0120	162X	310-64-210			X

DETAIL SPREADSHEET

To complete the “**DETAIL**” spreadsheet, all purchase orders or invoices for technology purchases must be located. If appropriate org/object/project combinations have not been used, the warrants that contain the payroll data must be located and the amounts entered into the detail section of the spreadsheet.

COLUMN A (COMM) – Enter the appropriate commodity code in xxx-xx-xxx format.

COLUMN B (ACCOUNTS PAYABLE PO) –Enter PO number.

COLUMN C (ENC NOT PAID, ENC TYPE KETS) –Enter ENC if the PO is encumbered and the encumbrance type is KETS. Otherwise this field must be blank.

COLUMN D (ENC NOT PAID, ENC TYPE KETS) –Enter ENC if the PO is encumbered and the encumbrance type is NOT KETS. Otherwise this field must be blank.

COLUMN E (ACTUAL INVOICE, TYPE KETS) –Enter INV if the invoice is paid and the expenditure type is KETS. Otherwise this field must be blank.

COLUMN F (ACTUAL INVOICE, TYPE OTHER) –Enter INV if the invoice is paid and the expenditure type is NOT KETS. Otherwise this field must be blank.

NOTE: If this is a purchase, there must be an entry in Column C, Column D, Column E or Column F.

COLUMN G (PAYROLL, RUN TYPE-WARRANT) –Enter the payroll run type and warrant number if this is a payroll entry. Otherwise this field must be blank.

COLUMN H (PO/INVOICE/PAYROLL DATE) –Enter the date of the PO, invoice or payroll as appropriate. This data must always be entered.

COLUMN I (UNITS) – Enter the number of units encumbered on the PO or the number of units paid on the invoice. If a payroll warrant this field should be blank.

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COLUMN J (AMOUNT) - Enter the amount encumbered on the PO, the amount paid on the invoice or the amount of the payroll warrant. This data must always be entered.

GUIDE TO MANUALLY CORRECT MUNIS ACTIVITY REPORT (AKA UNMET NEEDS REPORT)

PURPOSE

If the MUNIS KETS generated report retrieved information from the district's MUNIS files but some of the Purchase Order records required corrections to unit totals or dollar totals due to adjustments to be made, or the Payroll dollars for KETS were not charged to the Org/Object/Projects in the program, use these procedures to make appropriate adjustments. This will enable correction of the MUNIS generated report before submission.

PROCEDURES

The instructions below pertain to taking the spreadsheet copy of the Report off of the RS6000 and placing it onto the user's C;drive. If you have problems with **Step 1**, please contact the KETS Help Desk at 866-538-7435.

1) ftp the file off the rs6000

At your work-station, select Start

On the window that appears, Select RUN

Type **COMMAND** in the box displayed

Press enter.

On the second window that appears, type **cd temp**

Press enter

Type **ftp (ip address of rs6000)**

Press enter.

From the prompt, type in your user name

Press enter.

From the prompt, type in your MUNIS password

Press enter.

Once you are in the rs6000, type **ascii**

Press enter

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Type **cd /fms/munis/spooldir**

Press enter

Type **get KETSDDD.xxx (where DDD is the district number and xxx is the sequential number)**

Press enter

Type **quit**

Press enter

Type **exit**

Press enter.

The file is on the c:\temp\ drive. Retrieve it using Excel. This will create the Excel spreadsheet to be emailed.

Adjust the Excel spreadsheet to reflect the correct units or the correct dollar totals by commodity code.

Save and email the corrected Excel SPREADSHEET to Kim Duvall at (kduvall@kde.state.ky.us).